



-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Director of Real estate Production

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Matt Rayburn at mrayburn@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 598759 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and will require some travel.

Please see next page for job description.



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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Sue Ellspermann



Our Mission: IHCDAs help build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDAs is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDA

Job Expectations

Title	Director of Real Estate Production	Exempt
Reports to	Chief Real Estate Development Officer	Date last revised: September 2015
Supervises	Production Analysts, Real Estate Coordinator, and Funds Management & Reporting Specialist	
Summary	<p>The Director of Real Estate Production contributes to fulfilling the IHCDAs mission and meeting strategic and annual IHCDAs operational and program goals by overseeing the processes and personnel of the department to ensure the federal and state resources are used to produce real estate that accomplishes IHCDAs priorities.</p> <p>As a member of the RED management team, takes the lead in identifying areas for improvement in the department, promotes a customer service and continuous improvement philosophy among employees, and demonstrates leadership in interacting with all constituents, both internal and external.</p>	
Evaluation of performance	<p>Performance will be evaluated based on:</p> <ul style="list-style-type: none"> • Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description; • Meeting all personal SMART goals agreed upon each year; • Meeting all project deadlines, and other quality indicators; • Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCDAs and its associated governing entities; and • Interacting positively with external partners by demonstrating quality customer service and proactive communication. 	

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<p>Key outcomes expected Key outcomes expected (cont'd)</p>	<p>Management Responsibilities</p> <ul style="list-style-type: none"> • Coordinate and manage the daily responsibilities of the HOME and CDBG programs, including supervision of all production staff • Hold employees accountable for meeting goals and assignments and take appropriate steps when problems occur • Provide ongoing coaching and training to Real Estate staff • Oversee all aspects of the application and allocation process for the HOME and CDBG programs including coordinating review assignments, schedules, and deadlines • Ensure quality standards are met in all aspects of application and allocation process • Oversee the preparation and updating of departmental internal procedures manual <p>Policy and Process Responsibilities</p> <ul style="list-style-type: none"> • Develop and update application and allocation procedures and policies via revisions of the HOME and CDBG funding policies • Ensure all policy changes include opportunities for internal and external feedback • Advise Executive Director, Chief Real Estate Development Officer, and other RED directors/managers of funding recommendations • Advise Chief Real Estate Development Officer and other RED directors/managers on policy updates for other RED funding programs and special initiatives • As needed research statutory and regulatory changes <p>Programmatic Responsibilities</p> <ul style="list-style-type: none"> • Prepare general correspondence including memos to IHCDCA Board of Directors and award notifications. • Positively represent IHCDCA on various external committees and speaking engagements • Positively represent IHCDCA and the Real Estate Department at ground breaking and grand opening ceremonies • Review modification requests and present multiple options and recommendation to CREDO • Write RED Notices to keep partners updated and informed on policy and procedures • Provide technical assistance to partners • Work with the CREDO and contracted trainers (if applicable) to plan training agendas, evaluate effectiveness of trainings, and brainstorm ideas for future training sessions. <p>Miscellaneous Responsibilities</p> <ul style="list-style-type: none"> • Attend and participate in monthly RED manager meetings and other department meetings, events, retreats, etc.; Attend and participate in RED group threshold and scoring reviews • Submit weekly division update report to CREDO, including delinquency report updates • Other duties as assigned by CREDO
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Critical skills, knowledge, and behaviors	<p>Demonstrates effective verbal and written communication skills. Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Able to confidently and professionally interact with highly educated professionals on a day-to-day basis, such as the real estate developers, local elected officials, and attorneys which make up IHCDCA's partners.</p> <p>Ability to lead a high-performing team in a collaborative and results-oriented manner. Possesses skills, abilities and desire to lead, develop and empower staff.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Performs responsibilities efficiently and timely. Able to juggle multiple requests and meet multiple deadlines. Able to prioritize, organize tasks and time, and follow up.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, PowerPoint, Internet usage and e-mail.</p> <p>Proficient in basic mathematics</p>
Education, experience, degrees, licenses	<p>Bachelor's degree required, preferred in finance, accounting, business, public administration, planning, or real estate development</p> <p>Preferred 3-5 years relevant job experience in the field of real estate development, real estate finance, multifamily property management, or private sector housing.</p> <p>Preferred 2 years minimum experience with staff and program management and leading a team</p> <p>Preferred experience with HOME and CDBG funds and applicable certifications.</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Required to visit off-site locations through the State of Indiana periodically throughout the year.</p>